Apprenticeship Training Standard

Schedule of Training

Retail Meat Cutter

Trade Code: 245R

This document is the property of the apprentice named inside and represents the official record of his/her training.
CONTENTS

Preface ............................................................................................................................................. 1
Definitions ....................................................................................................................................... 2
Important Directions to the Apprentice ........................................................................................... 5
Important Directions for the Sponsor/Employer & Supervisor/Trainer .......................................... 5
Notice/Declaration for Collection of Personal Information ............................................................ 6
Roles and Responsibilities of Apprentice, Sponsor/Employer and Supervisor/Trainer .............. 7
Skill Set Completion Form .............................................................................................................. 9
Learning Outcome Completion Form .............................................................................................. 9
Apprentice Completion Form ........................................................................................................ 10

TRAINING CONTENT

A. Description/Duties ................................................................................................................... 11

B. On-the-Job Training Performance Objectives
   1.0 Demonstrates Safe Working Practices and Techniques .................................................... 12
   1.2 Apply General Work Practices and Merchandising ....................................................... 15
   1.3 Sets up and Operates Machines .................................................................................... 17
   1.4 Performs Business Practices / Customer Relations ..................................................... 19
   1.5 Prepares Beef Cuts ....................................................................................................... 20
   1.6 Prepares Pork Cuts ..................................................................................................... 23
   1.7 Prepares Poultry ......................................................................................................... 25
   1.8 Prepares Lamb Cuts ................................................................................................. 26
   1.9 Prepares Veal Cuts................................................................................................. 29
   1.10 Prepares Meat for Sausage Making ....................................................................... 31

C. Learning Outcomes .................................................................................................................. 33

Apprentice Record ......................................................................................................................... 34
PREFACE

This Schedule of Training was developed by the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Industry Advisory Committee and in consultation with representatives from the industry. This document is intended to be used by apprentice, supervisor/trainer and sponsor/employer as a "blueprint" for training and as a prerequisite for completion and certification.

This training document becomes the apprentice’s only record of workplace training performance.

Supervisor/trainer and apprentice are required to sign off and date the skill following each successful acquisition, unless a skill is marked shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence of the skill. This training standard has been developed specifically for documenting the apprentices’ acquisition of skills of the trade.

Please Note:

Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the Trades Qualification and Apprenticeship Act (TQAA) or the Apprenticeship and Certification Act, 1998 (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College’s website (www.collegeoftrades.ca) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: www.collegeoftrades.ca/about/legislation-and-regulations.
DEFINITIONS

ACA
Apprenticeship and Certification Act, 1998

Certificate of Apprenticeship (C of A)
Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

Certificate of Qualification (C of Q)
Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

Competence
The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

Competency Analysis Profile
A document that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated.

Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC) under the TQAA
Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

Journeyperson or Equivalent
A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

Mandatory
Status assigned to unshaded individual skills, skill sets or general performance objective which must be signed off for the apprentice to complete their program.

Optional
Status assigned to shaded individual skills, skills sets or general performance objective for which sign-off is not required for the apprentice to complete the program.

Schedule of Training
An apprenticeship training standard which includes the on-the-job performance objectives and off-the-job learning outcomes
Sign-off
Signature of the sponsor/employer of record or an individual, to whom that sponsor or employer has delegated signing authority, indicating an apprentice’s achievement of competence.

Skill
Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

Skill Sets
Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

Skill Set Completion Form (and Learning Outcome Completion Form)
Lists all skill sets and includes space for sign-off by sponsor/employer of record.

Sponsor/Employer
Means a person that has entered into a registered training agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade, other occupation or skill set as part of an apprenticeship program approved by the Director.

Sponsor/Employer of Record
Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for a sponsor/employer to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) to be required for the trade.

Supervisor
An individual, who oversees the execution of a task, oversees the actions or work of others.

Trainer
A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

TQAA
Trades Qualification and Apprenticeship Act.
Training Standard
A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.
IMPORTANT DIRECTIONS

Apprentice

1. All complete skills or skill sets must be signed and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.

2. It is the responsibility of the apprentice to inform the apprenticeship staff at the local Ministry of Training, Colleges and Universities office regarding the following changes:
   - change of sponsor/employer address;
   - change of apprentice name or address;
   - transfer to a new sponsor/employer.

3. The Skill Set Completion Form and Learning Outcome Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfillment of all terms of a Training Agreement.

4. The apprentice completion form with the Completed and Authorized Schedule of Training must be presented to the local Apprenticeship Client Services Unit.

Sponsors/Employers and Supervisors/Trainers

The Schedule of Training identifies skills and supporting learning outcomes required for this trade/occupation and its related training program.

This Schedule of Training has been written in concise statements which describe how an apprentice must perform each skill/outcome in order to become competent. Competence means being able to perform the task to the required standard.

In using this training standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors/Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.
NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario’s apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.

2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.

3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.

4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

   Manager, Employment Ontario Contact Centre
   Ministry of Training, Colleges and Universities
   33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
   Toll-free: 1-800-387-5656; Toronto: 416-326-5656
ROLES & RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER AND SUPERVISOR/TRAINER

Apprentice  “Apprenticeship is Learning On-the-job”

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

Sponsor/Employer  “Training is an Investment”

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses - (e.g. Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard.
Supervisor/Trainer

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done then, show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skill sets once the apprentice demonstrates competence in the skill.

Suggestions for Assessing the Progress of the Apprentice in the Workplace

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.
## SKILL SET COMPLETION FORM

<table>
<thead>
<tr>
<th>SKILLS SETS</th>
<th>TITLE</th>
<th>SIGNING AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>DEMONSTRATES SAFE WORKING PRACTICES AND TECHNIQUES</td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>APPLY GENERAL WORK PRACTICES AND MERCHANDISING</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>SETS UP AND OPERATES MACHINES</td>
<td></td>
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<tr>
<td>4.0</td>
<td>PERFORMS BUSINESS PRACTICES / CUSTOMER RELATIONS</td>
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<tr>
<td>5.0</td>
<td>PREPARES BEEF CUTS</td>
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<tr>
<td>6.0</td>
<td>PREPARES PORK CUTS</td>
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<td>7.0</td>
<td>PREPARES POULTRY</td>
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<tr>
<td>8.0</td>
<td>PREPARES LAMB CUTS</td>
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<tr>
<td>9.0</td>
<td>PREPARES VEAL CUTS</td>
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<tr>
<td>10.0</td>
<td>PREPARES MEAT FOR SAUSAGE MAKING</td>
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</table>

### NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:
- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship.
- The learning outcomes will cover all of the skill sets, both shaded and unshaded.

## LEARNING OUTCOMES COMPLETION FORM

<table>
<thead>
<tr>
<th>Date of Completion</th>
<th>Organization Name(s)</th>
<th>SIGNING AUTHORITY</th>
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</table>
# APPRENTICE COMPLETION FORM

<table>
<thead>
<tr>
<th>APPRENTICE NAME</th>
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<tbody>
<tr>
<td>Print</td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Client ID</td>
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</tbody>
</table>

Skill Sets and Learning Outcomes when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

<table>
<thead>
<tr>
<th>In-school Completed</th>
<th>Yes ( )</th>
<th>No ( )</th>
<th>Not applicable ( )</th>
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</thead>
<tbody>
<tr>
<td>(Proof to be provided)</td>
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<tr>
<th>Hours completed as Per Contract:</th>
<th>Yes ( )</th>
<th>No ( )</th>
<th>Not applicable ( )</th>
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## SPONSOR/EMPLOYER INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>Telephone</td>
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<tr>
<td>E-mail Address</td>
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<tr>
<td>Signature of Signing Authority</td>
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</table>

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario’s apprenticeship training system.

For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.
A. DESCRIPTION/DUTIES

A RETAIL MEAT CUTTER prepares meat and poultry for the retail market by:
- Demonstrating safe working practices and techniques
- Applying general work practices and merchandising
- Setting up and operating machinery
- Performing business practices / customer relations
- Preparing beef cuts
- Preparing pork cuts
- Preparing lamb cuts
- Preparing veal cuts
- Preparing poultry cuts
- Preparing meat for sausage making

A RETAIL MEAT CUTTER demonstrates knowledge of:
- Sanitation controls and legislation
- Public Health Act
- Local health regulations
- Provincial Fire Act
- Local fire regulations
- Weights and Measures Act
- Food and Drug Act
- First aid

BENCHMARK/GUIDELINE TOTAL TRAINING TIMEFRAMES:
(ON-THE-JOB AND OFF-THE-JOB):

4,000 hours
Includes 540 hours of in-school training
B. **ON-THE-JOB PERFORMANCE OBJECTIVES**

1.0 **DEMONSTRATES SAFE WORKING PRACTICES AND TECHNIQUES**

1.1 **Identify health and safety hazards in the workplace** so that the potential for personal injury and damage to equipment is minimized, unsafe conditions are reported, and corrective action is taken, as defined in relevant legislation and employer policies.

   Date Completed   Apprentice       Supervisor/Trainer

1.2 **Wear, adjust, and maintain personal protective clothing and equipment** including head gear, gloves, safety aprons, and eye protection, to ensure correct fit and optimum protection for the wearer and the task being performed in compliance with employer standards, manufacturer specifications, and the safety legislation.

   Date Completed   Apprentice       Supervisor/Trainer

1.3 **Practise safe work practices** by wearing proper clothing (not loose), confining hair in head gear, removing jewellery, and identifying and obeying certification requirements and WHMIS symbols, in accordance with employer standards, industry codes and standards, government legislation, and safety legislation.

   Date Completed   Apprentice       Supervisor/Trainer

1.4 **Practise good housekeeping** by: cleaning up spills; storing tools and equipment; and, keeping work area clear of hazards and obstructions so that the potential for accident or injury is minimized in compliance with employer standards and safety legislation.

   Date Completed   Apprentice       Supervisor/Trainer
1.5 **Observes sanitation practices and procedures** by reading and interpreting policies and regulations, cleaning and sanitizing surface areas, and using recommended chemicals and compounds, in order to prevent growth of microorganisms, food poisoning or cross-contamination of products, in compliance with employer standards and safety legislation.

Date Completed  
Apprentice  
Supervisor/Trainer

1.6 **Practise industrial hygiene** by wearing proper clothing, using eye wash in case of injury, and showering to avoid contamination, in compliance with company procedures and safety legislation.

Date Completed  
Apprentice  
Supervisor/Trainer

1.7 **Follow company procedures for applying first aid** to treat conditions including sudden illness, burns, cuts, abrasions, sprains, chemical inhalations, and contaminants in eyes, so that the condition of the victim is stabilized and prepared for further first aid treatment.

Date Completed  
Apprentice  
Supervisor/Trainer

1.9 **Handle designated substances** using specified handling and storage equipment, so that operator is protected from injury, the environment from contamination, and procedures are followed in compliance with Workplace Hazardous Materials Information Systems (WHMIS).

Date Completed  
Apprentice  
Supervisor/Trainer

1.10 **Operate material handling equipment** including hoists, overhead cranes, chain falls, lift pins, eye bolts, slings, cables, chains and manual and/or electric pallet lift truck to remove, transport, and store materials, parts, and equipment, in compliance with safety legislation and company standards.

Date Completed  
Apprentice  
Supervisor/Trainer

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1.11 **Follow company pest control procedures** to ensure that products and workers are protected from injury or disease, and that meat products and meat cutting equipment are protected from contamination, in accordance with government regulations, company standards/practices, and safety legislation.

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<th>Apprentice</th>
<th>Supervisor/Trainer</th>
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2.0 APPLY GENERAL WORK PRACTICES AND MERCHANDISING

2.1 Receive products by: preparing the receiving area; following industry approved handling procedures; performing temperature checks on incoming products; using lifting equipment and scales; checking shipment to invoices; and, noting or reporting discrepancies to ensure product quality, net weight, and number of pieces of the shipment.

Date Completed  Apprentice  Supervisor/Trainer

2.2 Perform product inspections by checking labels and product and rotating products in display cases or refrigerated compartments to ensure that the quality and freshness of product is maintained in accordance with approved shelf-life and industry standards.

Date Completed  Apprentice  Supervisor/Trainer

2.3 Store received products by preparing storage area, checking temperature requirements, and rotating products, to ensure optimum shelf-life of product in accordance with industry standards.

Date Completed  Apprentice  Supervisor/Trainer

2.4 Prepare product for freezing by labelling and packaging using suitable containers or wrapping materials so that the flow of cold air to the product is inhibited and product is protected in accordance with industry standards.

Date Completed  Apprentice  Supervisor/Trainer

2.5 Handle frozen products by: following required procedures for safe thawing; checking for correct identification, rotation, and wholesomeness; and, maintaining refrigeration controls to prevent freezer-burn; ensuring that frozen products are handled in accordance with industry standards.

Date Completed  Apprentice  Supervisor/Trainer
2.6 **Set-up meat counter displays** by following retailer’s merchandising procedures so that the meat products are displayed in accordance with industry standards.

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<th>Date Completed</th>
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<th>Supervisor/Trainer</th>
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2.7 **Wrap and tray retail cuts** by: selecting and using trays and wrapping accessories; operating wrapping equipment; and, labelling products; so that cuts are wrapped in a leak-proof seal in accordance with tolerances for tare allowances and Weights and Measures Act and Uniform Meat Cut Nomenclature System.

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<th>Date Completed</th>
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<th>Supervisor/Trainer</th>
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2.8 **Maintain products in the service and self-service counters** by: checking the temperature readings; maintaining load limit and stock control; checking and removing damaged or unwholesome products; checking code dates; culling, reducing/trimming, and re-wrapping products; observing and reacting to high and low volume selling areas; following store reduction policies; and, keeping meat case and work area clean, sanitized, and tidy; in accordance with employer policies, refrigeration requirements, and relevant legislation.

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<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
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3.0 SETS UP AND OPERATES MACHINES

3.1 Work around refrigeration equipment including refrigerators, meat counters, walk-in freezers by cleaning and sanitizing equipment and by checking gauges and power sources, to ensure that refrigeration equipment operates and is maintained in accordance with manufacturer’s specifications.

______________   _______________  __________________
Date Completed   Apprentice       Supervisor/Trainer

3.2 Set up and operate power equipment including power saw, grinding machine, tenderizer machine, slicer, power knife sharpener, mixer, patty-forming machine, power or hand stuffer, stuffing horn/funnel, linking machine, needling machine, vacuum tumbler, labeller, and automatic wrapper, by locating and identifying switches, buttons, levers, controls, and safety devices, and checking that all controls are operational and functioning, ensuring that machine selected is the correct one for the application, and is operated without personal injury or damage to operator, machine, or meat products, in accordance with Safety Legislation and industry standards.

______________   _______________  __________________
Date Completed   Apprentice       Supervisor/Trainer

3.3 Use hand tools and accessories including knives, knife sharpener, hand saw, hand cleaver, tying needle, scraper, scales, hooks and suspension equipment, cutting block and tables, hand wrapper, hot plate, and labeller, ensuring that tools selected are the correct ones for the application to provide for optimum performance and personal safety, in accordance with Safety Legislation and industry standards.

______________   _______________  __________________
Date Completed   Apprentice       Supervisor/Trainer

3.4 Maintain hand tools and equipment by cleaning after use to ensure surface is cleaned and sanitized and sharpening so that the cutting shape and angle is prepared for optimum cutting and personal safety, in accordance with Safety Legislation and industry standards.

______________   _______________  __________________
Date Completed   Apprentice       Supervisor/Trainer
3.5 **Set up and operate sanitization equipment** by following recommended procedures and using required chemicals and cleaners, ensuring that operator is protected from injury, the environment from contamination, and procedures are followed in compliance with WHMIS, manufacturer’s specifications, and industry standards.

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<th>Date Completed</th>
<th>Apprentice</th>
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3.6 **Set up and operate scaling and pricing equipment** by checking that equipment has been calibrated and serviced to manufacturer’s and industry standards and by following required operational procedures in accordance with industry standards.

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<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
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4.0 PERFORMS BUSINESS PRACTICES / CUSTOMER RELATIONS

4.1 **Present a professional image** by dressing appropriately for type of work, maintaining personal hygiene and grooming, and practising business etiquette, in accordance with employer policies and relevant government legislation.

Date Completed       Apprentice       Supervisor/Trainer

4.2 **Communicate with client and co-workers verbally** by using common trade or layperson’s terminology and explaining processes or ideas in a clear, concise, and precise manner to ensure all parties understand.

Date Completed       Apprentice       Supervisor/Trainer

4.3 **Perform customer service functions** by answering, re-directing, or resolving business enquiries or customer concerns, speaking clearly, concisely, and courteously, in order to analyse and respond to customer questions or concerns and to ensure customer satisfaction.

Date Completed       Apprentice       Supervisor/Trainer

4.4 **Complete documentation** including work, service orders, or labelling requirements ensuring that documents are completed in a clear, concise, and legible manner in accordance with employer policies and relevant government legislation.

Date Completed       Apprentice       Supervisor/Trainer

4.5 **Complete financial transactions** by receiving payment from customers, preparing invoices and receipts, and reconciling transactions, ensuring that all financials transactions are accurate, clear and legible, in accordance with employer standards and policies.

Date Completed       Apprentice       Supervisor/Trainer

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5.0 PREPARES BEEF CUTS

5.1 Break sub-primal into retail cuts by: identifying beef; using required hand or power tools; cutting on cut points; and, ensuring minimal damage to the products; so that the sub-primal is cut in accordance with industry standards, government regulations, and Safety Legislation.

5.2 Remove and discard bone and bone segments from sub-primal by following required procedures and using boning tools so that there is minimum waste and damage to the product, in accordance with industry standards, company policies, and safety legislation.

5.3 Remove and discard excess fat, body glands and surface stamps by using hand or power cutting tools ensuring that the amount and type of material remaining conforms with industry standards and company policies.

5.4 Remove and discard surface damage of beef by recognizing colour difference between fresh and contaminated meat and using sight and smell to make decisions ensuring that there is minimal waste or damage to the sub-primal in accordance with company policies and industry standards.

5.5 Remove and discard heavy concentrations of gristle from beef muscles using hand or power tools, ensuring that there is minimum damage to surrounding meat in accordance with company policies and industry standards.
5.6 **Separate muscle** by following the natural seams and using required hand or power tools, ensuring that minimal damage is caused to the surrounding tissue and that meat is cut to the highest value, in accordance with industry standards and company policies.

Date Completed   Apprentice       Supervisor/Trainer

5.7 **Cut beef front quarter sub-primal into retail cuts** by identifying type of cut and using required hand or power tools and equipment, so that front quarter is cut in accordance with industry standards, company policies, and safety legislation.

Date Completed   Apprentice       Supervisor/Trainer

5.8 **Cut beef hindquarter sub-primal into retail cuts** by identifying type of cut and by using hand or power tools and equipment so that hindquarter is cut in accordance with industry standards, company policies, and safety legislation.

Date Completed   Apprentice       Supervisor/Trainer

5.9 **Prepare beef products** including offals (liver, heart, kidney, tongue, tripe), variety meats, and ground beef to fat/lean specifications by: using required hand or power tools and equipment; de-veining; removing tubes; cleaning; and, slicing; ensuring that beef products are prepared in accordance with industry standards, company policies, and safety legislation.

Date Completed   Apprentice       Supervisor/Trainer

5.10 **Tray beef retail cuts** using packaging accessories and labelling ensuring that trayed cuts meet all requirements in accordance with industry standards and company policies.

Date Completed   Apprentice       Supervisor/Trainer
5.11 **Label and price beef cuts** by using scaling, pricing, and packaging equipment by putting beef on machine, weighing product, and printing out labels, ensuring that package is wrapped, priced, and labelled in accordance with company policies and industry standards.

Date Completed  Apprentice  Supervisor/Trainer

5.12 **Store and label beef products in the fresh or frozen state** using approved containers, following required freezing techniques, and maintaining or recording temperatures, so that beef products are stored in accordance with industry standards and company policies.

Date Completed  Apprentice  Supervisor/Trainer

5.13 **Follow sanitation practices and procedures** during the cutting of beef by: reading and interpreting policies and regulations; cleaning and sanitizing surface areas; and, using recommended chemicals and compounds; in order to prevent growth of microorganisms, food poisoning, or cross-contamination of beef products, in accordance with company policies and industry standards.

Date Completed  Apprentice  Supervisor/Trainer
6.0 PREPARES PORK CUTS

6.1 Break the primal into sub-primals by: identifying pork; using required hand or power tools; cutting on cut points; and, ensuring that primal is cut into required sub-primals so as to achieve a high yield level; in accordance with company policies and industry standards.

Date Completed   Apprentice   Supervisor/Trainer

6.2 Remove and discard excess fat, bone and body glands and surface stamps using hand or power cutting tools ensuring that the amount and type of material remaining conforms with industry standards and company policies.

Date Completed   Apprentice   Supervisor/Trainer

6.3 Remove and discard surface damage of pork by recognizing colour difference between fresh and contaminated meat and using sight and smell to make decisions ensuring that there is minimal waste or damage to the sub-primal, in accordance with company policies and industry standards.

Date Completed   Apprentice   Supervisor/Trainer

6.4 Trim and prepare pork sub-primal from shoulder, loin, leg, and belly, by using hand or power tools, and trimming off excess fat, ensuring that minimal damage is caused to the product and that the retail prepared cuts meets industry standards and company policies.

Date Completed   Apprentice   Supervisor/Trainer

6.5 Prepare specialty pork cuts including offals, neck bones, hocks, feet, tails, and riblets, by using required hand or power tools so that the specialty products are prepared in accordance with company policies and industry standards.

Date Completed   Apprentice   Supervisor/Trainer
6.6 **Prepare pork products** including offals (liver, heart, kidney, tongue, tail, tripe), variety meats, and ground pork to fat/lean specifications by: using required hand or power tools and equipment; de-veining; removing tubes; cleaning; and, slicing; ensuring that pork products are prepared in accordance with industry standards, company policies, and safety legislation.

Date Completed  Apprentice  Supervisor/Trainer

6.7 **Tray pork retail cuts** using packaging accessories and labelling trayed cuts ensuring that trayed products meet with industry standards and company policies.

Date Completed  Apprentice  Supervisor/Trainer

6.8 **Store and label pork products** in the fresh or frozen state using approved containers, following required freezing techniques, and maintaining or recording temperatures, so that products are stored in accordance with industry standards and company policies.

Date Completed  Apprentice  Supervisor/Trainer

6.9 **Label and price pork cuts** using scaling, pricing, and packaging equipment by putting product on machine, weighing product, and printing out labels, ensuring that package is wrapped, priced, and labelled, in accordance with company policies and industry standards.

Date Completed  Apprentice  Supervisor/Trainer

6.10 **Follow sanitation practices and procedures** during the cutting of pork by: reading and interpreting policies and regulations; cleaning and sanitizing surface areas; and, using recommended chemicals and compounds; in order to prevent growth of microorganisms, food poisoning or cross-contamination of pork products, in accordance with company policies and industry standards.

Date Completed  Apprentice  Supervisor/Trainer
7.0 PREPARES POULTRY

7.1 Cut poultry into retail cuts by: identifying type of poultry; handling both fresh or frozen poultry; using required hand or power equipment; cutting on cut points; and, ensuring minimal damage to the products, so that the poultry is cut in accordance with company policies and industry standards.

Date Completed                  Apprentice                  Supervisor/Trainer

7.2 Cut fresh and frozen whole poultry by identifying type of poultry, using required hand or power equipment and ensuring minimal damage to meat, so that whole poultry is handled in accordance with company policies and industry standards.

Date Completed                  Apprentice                  Supervisor/Trainer

7.3 Tray poultry retail cuts using packaging accessories and labelling trayed cuts meet all labelling ensuring that trayed poulty conforms with industry standards and company policies.

Date Completed                  Apprentice                  Supervisor/Trainer

7.4 Prepare poultry products including offals (liver, heart, gizzards) by: using required hand or power tools and equipment; de-veining; removing tubes; cleaning; and, slicing; ensuring that poultry products are prepared in accordance with industry standards, company policies, and safety legislation.

Date Completed                  Apprentice                  Supervisor/Trainer

7.5 Label and price poultry using scaling, pricing, and packaging equipment by: putting product on machine, weighing product; and, printing out labels; ensuring that package is wrapped, priced, and labelled in accordance with company policies and industry standards.

Date Completed                  Apprentice                  Supervisor/Trainer
7.6 **Store and label poultry products in the fresh or frozen state** using approved containers, following required freezing techniques, and maintaining or recording temperatures, so that products are stored in accordance with industry standards and company policies.

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7.7 **Follow sanitation practices and procedures** during the cutting of poultry by: reading and interpreting policies and regulations; cleaning and sanitizing surface areas; and, using recommended chemicals and compounds; in order to prevent growth of microorganisms, food poisoning or cross-contamination of poultry products, in accordance with company policies and industry standards.

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8.0 PREPARES LAMB CUTS

8.1 Break a lamb carcass into primal and sub-primal cuts by: identifying type of carcass; cutting along separation lines; removing whole neck from front; trimming waste; removing waste leg bone from front and haunches; removing shanks and breast section from fronts; removing breast flank from rack; splitting through vertebrae bones; and, using required hand or power tools and equipment; so that lamb is cut with minimal damage to the product, in accordance with company policies, industry standards, and safety legislation.

Date Completed  Apprentice  Supervisor/Trainer

8.2 Trim and prepare lamb retail cuts by: preparing whole lamb, front for chops and stews, loins for chops and roasts, legs for roast and chops, steaks from the shoulder and sirloin end; cutting at cutting points; trimming excess fat and surface stamps; and, using required power or hand tools; so that the lamb is cut with minimal damage to the product in accordance with company policies and industry standards.

Date Completed  Apprentice  Supervisor/Trainer

8.3 Prepare lamb products including offals (liver, heart, kidney, tongue, lamb fries), variety meats, and ground lamb to fat/lean specifications by: using required hand or power tools and equipment; de-veining; removing tubes; cleaning; and, slicing; ensuring that lamb products are prepared in accordance with industry standards, company policies, and safety legislation.

Date Completed  Apprentice  Supervisor/Trainer

8.4 Label and price lamb cuts by: using scaling, pricing, and packaging equipment; identifying origin of lamb; putting product on machine; weighing product; and, printing out labels; ensuring that package is wrapped, priced, and labelled in accordance with company policies and industry standards.

Date Completed  Apprentice  Supervisor/Trainer
8.5 **Store and label lamb products in the fresh or frozen state** using approved containers, following required freezing techniques, and maintaining or recording temperatures, so that products are stored in accordance with industry standards and company policies.

Date Completed  Apprentice       Supervisor/Trainer

8.6 **Follow sanitation practices and procedures** during the cutting of lamb by: reading and interpreting policies and regulations; cleaning and sanitizing surface areas; and, using recommended chemicals and compounds, in order to prevent growth of microorganisms, food poisoning or cross-contamination of products; in accordance with company policies and industry standards.

Date Completed  Apprentice       Supervisor/Trainer
9.0 PREPARES VEAL CUTS

9.1 Check veal carcass to identify type of veal, weight, and colour, so that the veal can be correctly processed in accordance with industry standards and company policies.

Date Completed  Apprentice  Supervisor/Trainer

9.2 Break a side of veal into quarters by: identifying type of carcass; using required hand or power tools; cutting along cut points; hand cutting front quarter from hindquarter; and, ensuring minimal damage to the product; in accordance with industry standards, company policies, and Safety Legislation.

Date Completed  Apprentice  Supervisor/Trainer

9.3 Break a hind or front of veal into primal cuts by: identifying type of carcass; using required hand or power tools; cutting along cut points; and, ensuring minimal damage to the veal; in accordance with industry standards, company policies, and Safety Legislation.

Date Completed  Apprentice  Supervisor/Trainer

9.4 Trim and prepare veal retail cuts by: removing and discarding bone and bone segments; trimming excess fat and body glands; and removing surface damage of products; so that there is minimal waste or damage to the veal, in accordance with company policies and industry standards.

Date Completed  Apprentice  Supervisor/Trainer

9.5 Prepare veal products including offals (liver, heart, kidney tail, sweet breads, tongue), variety meats, and ground veal to fat/lean specifications by: using required hand or power tools and equipment; de-veining; removing tubes; cleaning; and slicing; ensuring that veal products are prepared in accordance with industry standards, company policies, and Safety Legislation.

Date Completed  Apprentice  Supervisor/Trainer
9.6 Tray veal retail cuts using packaging accessories and labelling trayed cuts ensuring that trayed cuts conform with industry standards and company policies.

Date Completed  Apprentice  Supervisor/Trainer

9.7 Label and price veal cuts using scaling, pricing, and packaging equipment by putting veal on machine, weighing product, and printing out labels, ensuring that package is wrapped, priced, and labelled in accordance with company policies and industry standards.

Date Completed  Apprentice  Supervisor/Trainer

9.8 Store and label veal products in the fresh or frozen state using approved containers, following required freezing techniques, and maintaining and recording temperatures, so that veal is stored in accordance with industry standards and company policies.

Date Completed  Apprentice  Supervisor/Trainer

9.9 Follow sanitation practices and procedures during the cutting of veal by: reading and interpreting policies and regulations; cleaning and sanitizing surface areas; and, using recommended chemicals and compounds; in order to prevent growth of microorganisms, food poisoning or cross-contamination of veal products, in accordance with company policies and industry standards.

Date Completed  Apprentice  Supervisor/Trainer
10.0  PREPARES MEAT FOR SAUSAGE MAKING

10.1  **Check meat** to identify type of meat, weight, and colour, so that the meat can be correctly processed in accordance with industry standards and company policies.

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<tr>
<th>Date Completed</th>
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10.2  **Break meat primals and sub-primals into boneless grindable portions** by: identifying type of meat; using required hand or power tools; cutting on cut points; and, ensuring minimal damage to the meat; so that the meat is cut in accordance with industry standards, government regulations, safety legislation.

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10.3  **Remove and discard excess fat, bone, cartilage and body glands and surface stamps** using hand or power cutting tools so that the amount and type of material removed conforms with industry standards and company policies.

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10.4  **Remove and discard surface damage of meat** by recognizing colour difference between fresh and contaminated meat and using sight and smell to make decisions so that there is minimal waste or damage to the sub-primal in accordance with company policies and industry standards.

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10.5  **Prepare sausages** by: combining meat compound using potable water/ice; using sausage making machines, funnels, collagen, and natural casings; ensuring that sausage is prepared in accordance with recipe, weight specifications, industry standards, company policies, and safety legislation.

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<thead>
<tr>
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</table>
10.6 **Link sausage meat** by using required tools and equipment and following procedures, so that the sausage is linked according to company policies and industry standards.

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10.7 **Tray sausage products** using packaging accessories and labelling ensuring that sausage is trayed in accordance with industry standards and company policies.

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10.8 **Store and label sausage products** in the fresh or frozen state using approved containers, following required freezing techniques, and maintaining or recording temperatures, so that sausage products are stored in accordance with industry standards and company policies.

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10.9 **Grade, label, and price sausage packages** by: using scaling, pricing, and packaging equipment; putting sausage product on machine; weighing product; and printing out labels; ensuring that package is wrapped, priced, and labelled in accordance with company policies and industry standards.

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10.10 **Follow sanitation practices and procedures** during the making of sausages by: reading and interpreting policies and regulations; cleaning and sanitizing surface areas; and, using recommended chemicals and compounds; in order to prevent growth of microorganisms, food poisoning or cross-contamination of products, in accordance with company policies, industry standards, and Safety Legislation.

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## C. LEARNING OUTCOMES

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<td>2.0</td>
<td>Quality Customer Service</td>
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<td>3.0</td>
<td>Equipment and Safety</td>
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<td>15.0</td>
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# RETAIL MEAT CUTTER

## APPRENTICE RECORD

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<th>SPONSOR/EMPLOYER INFORMATION</th>
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<td>Employment End Date</td>
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Date Completed        Apprentice  Supervisor/Trainer
# RETAIL MEAT CUTTER

## APPRENTICE RECORD

### APPRENTICE NAME
(Print): 

### SPONSOR/EMPLOYER INFORMATION

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# RETAIL MEAT CUTTER

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